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STATISTICAL REPORT FOR ISB ACTIVITIES

for February 1956

VISUAL AIDS SECTION

1. Received a total of 38 requests for the planning and the construction of visual training aids and graphic materials for training purposes.
2. Planned and completed the art work and shop work on a total of 132 items, including sketches, graphs, drawings, signs, posters, and display items of which:
  - a. 2 projects totaled 80 man hours or more.
  - b. 1 project totaled 160 man hours or more.
3. Received a total of 11 requests for photographic aid and camera assistance, including taking still pictures, processing developing and printing.
  - a. Processed and developed 3 still picture requests, consisting of 25 originals, totaling 53 prints.
  - b. Processed and developed 6 feet of opthalmograph film (35 mm.)

MAP TRAINING OFFICER

1. Number of requests for maps and services: 17
2. Number of map sheets distributed: In OTR - 201  
Outside OTR - 16
3. Number of photographs distributed: 120
4. Items designed or produced:
  - a. Maps mounted: 5
  - b. Maps mounted and framed: 0
5. Number of reference requests received: 3

EDITORIAL AND REPRODUCTION

1. Edited 2 special instructional projects; total pages, 39 (Guide cards).
2. Edited, typed, processed and distributed 20 administrative communications from Office of Director of Training.
3. Processed 52 requests through Printing Services Division/LO.
4. Reproduced internally, 106 requests from offices of OTR; 704 masters and/or stencils.

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AUDIO AIDS SECTION

1. Number of requests handled: 109 covering 236 items.
2. Number of films procured: 224
3. Number of films projected: 129
4. Number of sound recordings made: 279
5. Number of preventive maintenance checks made: 243
6. Number of emergency checks made: 25

LIBRARY SERVICES SECTION

A. Operations of Libraries

1. Operated the OTR Library with this volume:
  - a. Book charges: 246
  - b. Periodical charges: 263
  - c. Vertical file charges: 4
  - d. Inter-library loans ordered: 151
  - e. Inter-library loans received: 159
  - f. Books ordered: 216
  - g. Books received: 486
  - h. New periodicals received: 28
  - i. Classified materials ordered: 8
  - j. Classified materials received: 10
  - k. GUIDE requests processed: 148
  - l. Information reports scanned: 4160
  - m. Information reports distributed: 447
  - n. Documents distributed (Vault): 136
  - o. Overseas requests received: 2
  - p. Lesson plan accessions: 17
2. Serviced the sub-library collections in the following volume:

Reference requests: 10  
Research requests: 2  
Book accessions: 18  
Document accessions: 98  
Inter-library loans: 4

Other Collections

Basic School

BOG: 150  
Clerical Training: 23  
Management Training: 86

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Intelligence School

Reading Improvement: 20  
World Communism: 5

Language and External Training School: 139

Assessment and Evaluation Staff: 4

Plans and Policy Staff/TR: 2

B. Reference, research, and bibliographic functions

1. Processed 80 reference requests.
2. Processed 6 research requests, totaling 18 man hours.
3. Conducted research and prepared 4 bibliographies, of which 1 was completed and 3 annotated, totaling 800 entries and 68 man hours.

C. Translation requests

There were no translation requests during the month of February.

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